No C-640

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page No. 10/,2

Agency Division St. Mary's County County Commissioners Item Description Retention No. 1. Minutes of County Commissioners Meetings PERMANENT. Retain latest The minutes contain the proceedings of the County Commissioners meetings relating to the government 10 years in office, then of the County. transfer to County Records Center and Archives. * 2. Resolutions PERMANENT. Retain latest Offical copies of all resolutions and ordinances passed by the County Commissioners. 10 years in office, then transfer to County Records Center and Archives. * 3. Zoning Resolutions PERMANENT. Retain latest Official copy of all zoning resolutions passed by 10 years in office, then County Commissioners. transfer to County Records Center and Archives. * Proclamations 4. Copies of all proclamations made by the County PERMANENT. Retain latest Commissioners. 5 years in office, then transfer to County Records Center and Archives. * 5. Boards, Committees, and Commissions Files by committee containing letters of Retain all reports permanent appointment and resignation, general correspondence Keep latest five years in to commmittees and reports. office, then transfer to County Records Center and Archives. * Correspondence and other materials retain for 5 years or until administrative use is completed.

Schedule approved by Department, Agency, or Division Representative

Schedule authorized by

Edward Cap

Title

Date

State Archivist

Date 8/28/89

Date

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation sheet)

Schedule
No. C-640
Page
No. 2052

| Item No. | December | Daniel |
|-------------|--|---|
| NO. | Description | Retention |
| 6. | General File | · |
| | Subject files containing correspondence, printed and mimeographed materials related to the operation of the affice. county government. | Retain 3 years, then destroy. Files should be periodically reviewed prior to destruction and materials having legal or administrativalues should be kept until such value ceases. |
| 7. | Legislation | |
| | Yearly files containing legislative packets of bills originating in the County, correspondence and a compilation of bills passed. | PERMANENT. Retain all legislative packets and compilations of bills passed in office. Retain correspondence in office for 5 years, then transfer to County Records Center and Archives. * |
| 8. | Mail log | |
| | Typed list of daily incoming correspondence with action notes. | Retain in office 2 years, then destroy. |
| 9. | Chronological Files | |
| | Second copies of all outgoing correspondence and materials from office. | Retain in office 2 years, then destroy. |
| 10. | Clearinghouse | |
| | Notices from Department of State Planning with comments sheets from county departments. | Retain in office l year, then destroy. |
| 11. | <u>Grants</u> | |
| | Forwarding letters for grant information sent to other departments. These copies confirm grant was sent out of office. | Retain in office 1 year, then destroy— or when grant is completed. |
| | | Archives in operation, State Hall of Records |

| | | , | 6640 | |
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| INSTRUCTIONS TYPE OR PRINT A SEPARATE, FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD | DEFARTMENT OF GI RECORDS MANAGEI 7275 WATEI | MENT DIVISION | AGENCY RECORDS INVENTORY | |
| WITH RECORDS RETENTION SCHEDULE (DGS 350-1) | P.O. BOX 275 Jessup, Maryland 20794 | | PAGE / OF / | |
| DEPARTMENT / AGENCY | | 11546 20734 | | |
| County Commissioners | 2. DIVISION | | 3. UNIT | |
| | OF RELATED RECOR | DE NORMALLY FILED | AND USED AS A UNIT FOR | |
| REFERENCE | CE AS WELL AS RETI | ENTION AND DISPOS | | |
| 4. RECORD SERIES TITLE Minutes of the County Commission | ners meetings | | 8. EARLIEST YEAR/LATEST YEAR 1975 TO 1989 | |
| A. TECOM OFFICE PROCEETS AND A | IEFLY DESCRIBE THE | | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) | |
| The Minutes contain the proce to the government of the coun and expenditure for the count and planning and appointments | nty, levying and ty, county roads, | collection of ta water supply, a | xes and their allocation nd sanitation, zoning | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | S SEQUENCE | 9. VOLUME | |
| D LETTER SIZE D MICROFILM | □ ALPHABETICAL | | XX FILE DRAWER(S) | |
| XX LEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | □ MICROFILM REEL(S) 2 □ COMPUTER TAPE(S) | |
| BOUND BOOK D FLOPPY DISK | XX CHRONOLOGICAL | | NUMBER OTHER (SPECIFY) | |
| D AUDIO TAPE D VIDEO TAPE | □ GEOGRAPHIC | CAL | | |
| OTHER(SPECIFY) | OTHER(SPEC | CIFY) | 10. ANNUAL ACCUMULATION EX FILE DRAWER(S) | |
| · | | | 1/12th MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) OTHER(SPECIFY) | |
| 11. FILE IS USED | , | 12. FILE BECOME | S INACTIVE AFTER | |
| XR DAILY D WEEKLY | □ MONTHLY | 1.0 | MONTH(S) EYEAR(S) | |
| 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Governmental Center, County Administrators office, Hallway files | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES XX NO | | |
| 15. ACCESS RESTRICTIONS O YES XX NO (IF YES, CITE LAW(S) & REGULATION(S) 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) One is being developed using PC and INMAGIC XX YES O NO | | 16. AUDIT REQUIREMENTS X County D NONE D STATE D FEDERAL D INDEPENDENT | | |
| | | Permane k. Transfer all | RETENTION Retain latest ten years in office prior records to County Records rchives for permanent retention. | |
| 19. NAME AND TITLE OF PREPARER Jan Blodgett/ County Archivist | 20. TELEPHONE 1 (301) 475-784 | | 21. DATE 8/10/89 | |

| DEFARTMENT/AGENCY County Commissioners County Administrator DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR | ries) | | | |
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| County Commissioners County Administrator DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR | riesj | | | |
| DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR | ries) | | | |
| 4. RECORD SERIES TITLE | riesj | | | |
| | riesj | | | |
| Resolutions 1963 to 1989 | • | | | |
| 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Binders with official copies of all resolutions and ordinances passed by County Commissioners 1963-1978 also contain Proclamations. After 1978 Proclamations are housed separately. | | | | |
| 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME | | | | |
| □ LETTER SIZE □ MICROFILM □ ALPHABETICAL XS FILE DRAWER(S) □ MICROFILM REEL(| S) | | | |
| CALEGAL SIZE COMPUTER TAPE NUMERICAL 2 COMPUTER TAPE(S | | | | |
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| AUDIO TAPE VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION | | | | |
| OTHER(SPECIFY) OTHER(SPECIFY) NOTHER(SPECIFY) OTHER(SPECIFY) NUMBER O COMPUTER TAPE(S | s) | | | |
| 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER | | | | |
| DAILY XX WEEKLY D MONTHLY 10 D MONTH(S) X YEAR(S) | | | | |
| 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Governmental Center, County Administrators office, Hallway files 14. Is RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES TO NO | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? | | | |
| 15. ACCESS RESTRICTIONS O YES XO NO (IF YES, CITE LAW(S) & REGULATION(S) AREQUERINOS AREQUERI | т | | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) Permanent. Retain latest 10 years in transfer all prior records to County Record and Archives for permanent retention. | | | | |
| | | | | |
| Jan Blodgett/County Archivist (301) 475-7844 21. DATE 8/10/89 | | | | |

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE | DEPARTMENT OF GE RECORDS MANAGEM 7275 WATER P.O. EX | MENT DIVISION RLOO ROAD DX 275 | AGENCY RECORDS INVENTORY PAGE 3 OF © | |
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| (DGS 850-1) | JESSUP, MART | YLAND 20794 | and the second s | |
| DEPARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| County Commissioners DEFINITION-RECORD SERIES. A GROUP | County Adminis | | | |
| DEFINITION-RECORD SERIES - REFERENCE | CE AS WELL AS RETE | INTION AND DISPOS | ITION PURPOSES | |
| 4. RECORD SERIES TITLE Zoning Resolutions | • | | 5. EARLIEST YEAR/LATEST YEAR 1978 TO 1989 | |
| | EFLY DESCRIBE THE | TYPES OF INFORM | ATION/DOCUMENTS/FORMS FOUND | |
| Original copy of zoning resolutions passed by County Commissioners. Housed in binders and filed chronologically. | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | S SEQUENCE | 9. VOLUME | |
| LETTER SIZE D MICROFILM | O ALPHABETIC | :AL | G FILE DRAWER(S) | |
| SXLEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | ☐ MICROFILM REEL(S) 1/2 ☐ COMPUTER TAPE(S) | |
| BOUND BOOK DEFLOPPY DISK | © CHRONOLOGICAL | | NUMBER OTHER(SPECIFY) | |
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| O OTHER(SPECIFY) | OTHER(SPEC | CIFY) | 10. ANNUAL ACCUMULATION XO FILE DRAWER(S) | |
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| D DAILY Y WEEKLY | □ MONTHLY | · 10 | WONTH(S) XX YEAR(S) | |
| Governmental Center, County A | • | 14. IS RECORD S | ERIES DUPLICATED ELSEWHERE? | |
| 15. ACCESS RESTRICTIONS THE TENTO (S) | | 16. AUDIT REQUIREMENTS DESCRIPTION OF THE PROPERTY OF THE PRO | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) D YES XX NO | | office, tran | Retain latest ten years in sfer all prior records to ds Center and Archives. | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE N | ······································ | 21. DATE | |
| Jan Blodgett/County Archivist | (301) 475–78 | 44 | 8/10/89 | |
| - | | | | |

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE | DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 | | AGENCY RECORDS INVENTURY PAGE 5 OF 10 | |
|---|--|--|---|--|
| (DGS 850-1) JESSUP | | YLAND 20794 | PAGE UF | |
| DEFARTMENT/AGENCY County Commissioners | 2. DIVISION County Adminis | trator | 3. UNIT | |
| A 07010 | <u> </u> | | AND USED AS A UNIT FOR | |
| Dai illi i dil imcolo Dell'ieb. | | ENTION AND DISPOS | | |
| 4. RECORD SERIES TITLE | • | | 5. EARLIEST YEAR/LATEST YEAR | |
| Boards, Committees, and Commi | · | | A <u>ctive</u> TO <u>Inacti</u> ve | |
| | THE SERIES. | . INCLUDE THE PU | RPOSE OR FUNCTION OF THE SEPTES) | |
| for each committee, board or files contain information on files are kept for inactive o committees. | commission appoint current members | nted by the Count and appointments | two years back. Separate | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | S SEQUENCE | 9. VOLUME | |
| D LETTER SIZE D MICROFILM | D ALPHABETIC | CAL | XX FILE DRAWER(S) | |
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| OTHER(SPECIFY) | OTHER(SPECIFY) | | EFILE DRAWER(S) 1/4th Microfilm Reel(S) RUMBER COMPUTER TAPE(S) | |
| TI. FILE IS USED WEEKLY | D MONTHLY | _ | S INACTIVE AFTER MONTH(S) XX YEAR(S) | |
| 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Governmental Center, County Administrators office, Hallway files | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES D NO | | |
| 15. ACCESS RESTRICTIONS TYES | | 16. AUDIT REQUIREMENTS | | |
| (IF YES, CITE LAW(S) & REGULATION(S) | | NONE STATE FEDERAL INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) D YES CXX NO | | latest 5 years to Cou | reports permanently. Keep ars in office, transfer prior anty Records Center and Archives at retention. Correspondence | |
| | | other mater: | ials retain for 5 years or until ive use is completed. | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE N | NUMBER | 21. DATE | |
| Jan Blodgett/County Archivist | (301) 475–784 | 4 | 8/10/89 | |

0640 INSTRUCTIONS -- TYPE OR PRINT A DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTURY SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION REVISED RECORD SERIES, FORWARD 7275 WATERLOO ROAD WITH RECORDS RETENTION SCHEDULE P.O. BOX 275 PAGE 6 OF 6 (DGS 550-1) JESSUP, MARYLAND 20794 DEPARTMENT/AGENCY 2. DIVISION 3. UNIT County Commissioners County Administrator DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES 4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR Active To Inactive General Files 6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Subject files containing correspondence, printed and mimeographed material related to the operation of County Government. Files exist for various county departments as well as outside agencies and general subjects with interest to the Commissioners. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME FILE DRAWER(S) □ LETTER SIZE □ MICROFILM XX ALPHABET I CAL □ MICROFILM REEL(S) TE LEGAL SIZE COMPUTER TAPE □ NUMERICAL COMPUTER TAPE(S) NUMBER | OTHER(SPECIFY) BOUND BOOK DIFLOPPY DISK CHRONOLOGICAL AUDIO TAPE UVIDEO TAPE □ GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER(SPECIFY) OTHER(SPECIFY) TILE DRAWER(S) □ MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER (SPECIFY) 11. FILE IS USED FILE BECOMES INACTIVE AFTER XX DAILY O WEEKLY D MONTH(S) □ MONTHLY NUMBER ₩XYEAR(S) 13. CURRENT LOCATION(S) (ELDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE! Governmental Center, County Administrators (IF YES, SPECIFY AGENCY OR OFFICE) TYES XX NO Office, Hallway files 15. ACCESS RESTRICTIONS O YES 16. AUDIT REQUIREMENTS (IF YES, CITE LAW(S) & REGULATION(S) XI NONE D STATE D FEDERAL D INDEPENDENT 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN 18. RECOMMENDED RETENTION BRIEFLY AND DESCRIBE ANY HARDBARE SOFTWARE Retain for 3 years, then destroy. Files should be reviewed periodically prior to O YES XX NO destruction. Materials having continuing legal or administrative value should be kept until such value ceases.

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

8/10/89

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR | EPARATE FORM FOR EACH NEW OR EVISED RECORD SERIES. FORWARD 1TH RECORDS RETENTION SCHEDULE P.O. BOX 275 | | C640 AGENCY RECORDS INVENTORY | |
|---|--|--|---|--|
| WITH RECORDS RETENTION SCHEDULE (DCS 880-1) | | | PAGE 7 OF 0 | |
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| County Commissioners | County Administ | trator | | |
| DEFINITION-RECORD SERIES - A GROUP | OF RELATED RECORD | OB NORMALLY FILED | AND USED AS A UNIT FOR | |
| 4. RECORD SERIES TITLE | | | 8. EARLIEST YEAR/LATEST YEAR | |
| Legislation Files | | · | <u>1972</u> TO <u>1989</u> | |
| | EFLY DESCRIBE THE | TYPES OF INFORM | ATION/DOCUMENTS/FORMS FOUND | |
| Copies of Bills that originated in the County or that effect County interests, correspondence solicitation letters, and compilations of bills passed. | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | S SEQUENCE | 9. VOLUME | |
| LETTER SIZE D MICROFILM | D ALPHABETICAL | | XX FILE DRAWER(S) | |
| R LEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | D MICROFILM REEL(S) 2 D COMPUTER TAPE(S) | |
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| | | | NUMBER COMPUTER TAPE(S) | |
| 11. FILE IS USED MIX DAILY DEEKLY | D MONTHLY | | S INACTIVE AFTER MONTH(S) XX YEAR(S) | |
| 13. CURRENT LOCATION(S) (BLDGFLOOR.ROOM) County Governmental Center, County Administrator Office, Hallway files | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) U YES MXNO | | |
| 15. ACCESS RESTRICTIONS PYES & NO | | 16. AUDIT REQUIREMENTS **EX NONE STATE FEDERAL INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) | | 18. RECOMMENDED RETENTION | | |
| TYES & NO | | Permanent. Retain all legislative packets and passed bills notebooks in office, transfer correspondence and other materials after 5 years to County Records Center and Archives for permanent retention. | | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE | |
| Jan Blodgett/County Archivist | (301) 475–7844 | | 8/10/89 | |

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1) | DEFARTMENT OF GI RECORDS MANAGEI 7275 WATEI P.O. BO JESSUP, MARY | MENT DIVISION RLOO ROAD DX 275 | AGENCY RECORDS INVENTURY PAGE 8 OF 10 | | |
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| DEPARTMENT / AGENCY | 2. DIVISION | | 3. UNIT | | |
| County Commissioners | County Administ | trator. | | | |
| DEFINITION-RECORD SERIES-A GROUP | OF RELATED RECORS | S NORMALLY FILED | AND USED AS A UNIT FOR | | |
| | E AS WELL AS RET! | ENTION AND DISPOS | | | |
| Mail Log | | | 5. EARLIEST YEAR/LATEST YEAR 1987 TO 1989 | | |
| | EFLY DESCRIBE THE | K TYPES OF INFORM | ATION/DOCUMENTS/FORMS FOUND | | |
| Typed list of daily incoming correspondence. Entries contain brief description and action (who to send copies to). | | | | | |
| 7. RECORD SERIES FORMAT(S) | CORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE | | 9. VOLUME | | |
| C LETTER SIZE C MICROFILM | O ALPHABETIC | EAL | XX FILE DRAWER(S) | | |
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| 11. FILE IS USED | | 12. FILE BECOME | S INACTIVE AFTER | | |
| DAILY XXWEEKLY | □ MONTHLY | | MONTH(S) EXYEAR(S) | | |
| 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Governmental Center, County Administrators Office, Hallway files | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) PYES RINO | | | |
| 15. ACCESS RESTRICTIONS TYES | *** | 16. AUDIT REQUIREMENTS | | | |
| (IF YES, CITE LAW(S) & REGULAT | rion(s) | XXNONE - STATE - FEDERAL - INDEPENDENT | | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BEIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) | | 18. RECOMMENDED RETENTION | | | |
| O YES XIX NO | | Retain in o | ffice 2 years, then destroy. | | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE | (UMBER | 21. DATE | | |
| Jan Blodgett/County Archivis | (301)-475-784 | 4 4 | 8/10/89 | | |

| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE | DEPARTMENT OF GI RECORDS MANAGEI 7278 WATEI P.O. BO | MENT DIVISION RLOO ROAD DX 275 | AGENCY RECORDS INVENTURY PAGE 7. OF 20 | |
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| (DGS 580-1) | JESSUP, MAR | YLAND 20794 | and and an address of the state | |
| DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| County Commissioners | County Adminis | | | |
| DELINITION MECOND SERIES. | | INTION AND DISPOS | AND USED AS A UNIT FOR | |
| 4. RECORD SERIES TITLE | • | | 8. EARLIEST YEAR/LATEST YEAR 1986 TO 1989 | |
| Chronological Files | IVIV DESCRIBE THE | T TYPE OF INFORM | ATION/DOCUMENTS/FORMS FOUND | |
| 6. RECORD SERIES DESCRIPTION (THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Second copies of all outgoing correspondence and materials from the office filed chronologically. | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | 3 SEQUENCE | 9. VOLUME | |
| ALETTER SIZE □ MICROFILM | - ALPHABETIC | CAL | ØxFILE DRAWER(S) | |
| LEGAL SIZE COMPUTER TAPE | D NUMERICAL | | ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) | |
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| | | | D MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY) | |
| 11. FILE IS USED | | 12. FILE BECOME | S INACTIVE AFTER | |
| DAILY SXWEEKLY | D MONTHLY | ٠ . | MONTH(S) DXYEAR(S) | |
| 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Governmental Center, County Administrators Office, Hallway files | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES XD NO | | |
| 15. ACCESS RESTRICTIONS DYES AND (IF YES, CITE LAW(S) & REGULATION(S) | | 16. AUDIT REQUIREMENTS ÖXNONE - STATE - FEDERAL - INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BEIEFLY AND DESCRIBE ANY MARDWARE/SOFTWARE) C YES XX NO | | 18. RECOMMENDER Retain in offic | e 2 years, then destroy. | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE | |
| Jan Blodgett/County Archivis | (301) 475-78 | 344 | 8/10/89 | |
| | | | | |

| SEPARATE FORM FOR EACH NEW OR RECORDS | | ENERAL SERVICES MENT DIVISION RLOO ROAD | AGENCY RECORDS INVENTORY |
|--|--|--|--|
| WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | P.O. BOX 275 Jessup, Maryland 20794 | | PAGE W OF D |
| DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT |
| County Commissioners | County Adminis | | |
| DEFINITION-RECORD SERIES-A GROUP | OF RELATED RECORD | OB NORMALLY FILED | AND USED AS A UNIT FOR |
| 4. RECORD SERIES TITLE | • | | 8. EARLIEST YEAR/LATEST YEAR |
| Clearinghouse files | | | active TO inactive |
| | EFLY DESCRIBE THE | TYPES OF INFORM | ATION/DOCUMENTS/FORMS FOUND |
| Notices from Department of St departments with comment form to County Commissioners. Com proposal and commments kept i to the Department of State Pl | ns. The forms ar nmissioners then in the file. The | ch are routed to re returned and ca act on the propo | omm®ats typed up and sent sal and a copy of the |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | | 9. VOLUME |
| LETTER SIZE D MICROFILM | AR ALPHABETICAL NUMERICAL CHRONOLOGICAL | | XX FILE DRAWER(S) MICROFILM REEL(S) 1/2 COMPUTER TAPE(S) NUMBER COTHER(SPECIFY) |
| XX LEGAL SIZE COMPUTER TAPE | | | |
| BOUND BOOK D FLOPPY DISK | | | |
| D AUDIO TAPE D VIDEO TAPE | □ GEOGRAPHIC | :AL | 10. ANNUAL ACCUMULATION |
| OTHER(SPECIFY) | OTHER(SPEC | :IFY) | * FILE DRAWER(S) |
| | | | 2" D MICROFILM REEL(S) RUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY) |
| 11. FILE IS USED rarely | | 12. FILE BECOME | S INACTIVE AFTER |
| DAILY D WEEKLY | □ MONTHLY | | MONTH(S) XX YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Governmental Center, County Administrators Office, Hallway files | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) PYES & NO | |
| 15. ACCESS RESTRICTIONS TYES XX NO (IF YES, CITE LAW(S) & REGULATION(S) | | 16. AUDIT REQUIREMENTS Q NONE - STATE - FEDERAL - INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF | | 18. RECOMMENDE | RETENTION |
| □ YES IR NO | | Retain in o | ffice l year, then destroy. |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE N | NUMBER | 21. DATE |
| Jan Blodgett County Archivist | (301) 475–78 | 344 | 8/10/89 |

| INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1) | DEFARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY PAGE D OF | |
|---|--|---|---|--|
| DEPARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| County Commissioners | County Admin | istrator | | |
| DEFINITION - RECORD SERIES - A GROUP | OF RELATED RECORD | S NORMALLY FILED | AND USED AS A UNIT FOR | |
| 4. RECORD SERIES TITLE | | | 5. EARLIEST YEAR/LATEST YEAR | |
| Grants 6. RECORD SERIES DESCRIPTION (BR) | KFLY DESCRIBE THE | TYPES OF INFORM | ATION/DOCUMENTS/FORMS FOUND | |
| Forwarding letters for grant information sent to various county departments. Copies of grants are held in Finance Office. Forwarding letters are kept as confirmation that grant was sent on. | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SECIENCE | 9. VOLUME | |
| XK LETTER SIZE D MICROFILM | TX ALPHABET I CAL | | ₽ FILE DRAWER(S) | |
| □ LEGAL SIZE □ COMPUTER TAPE | D NUMERICAL | | ☐ MICROFILM REEL(S) 1/4 ☐ COMPUTER TAPE(S) | |
| BOUND BOOK DEFLOPPY DISK | CHRONOLOGICAL | | NUMBER OTHER(SPECIFY) | |
| O AUDIO TAPE O VIDEO TAPE | □ GEOGRAPHICAL | | 10. ANNUAL ACCUMULATION | |
| O OTHER(SPECIFY) | OTHER(SPEC | IFY) | EXFILE DRAWER(S) | |
| | | | | |
| 11. FILE IS USED | | 12. FILE BECOME | S INACTIVE AFTER | |
| D DAILY D WEEKLY | XX MONTHLY | NUMBER 0 | MONTH(S) XH YEAR(S) | |
| 13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Governmental Center, County Administrators Office, Hallway files | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) (IYES XX NO | | |
| 15. ACCESS RESTRICTIONS TYPES TO YES TO YES, CITE LAW(S) & REGULATION(S) | | 16. AUDIT REQUIREMENTS XX NONE - STATE - FEDERAL - INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN BRIBELY AND DESCRIBE ANY HARDWARE/SOFTWARE) O YES 8 NO | | 18. RECOMMENDED RETENTION Retain 1 year, then destroy. | | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE N | IUMBER | 21. DATE | |
| Jan Blodgett | (301) 475–7 | | 8/10/89 | |
| County Archivist | , | | | |